



ACQUISITION,  
TECHNOLOGY  
AND LOGISTICS

OFFICE OF THE UNDER SECRETARY OF DEFENSE

3000 DEFENSE PENTAGON  
WASHINGTON, DC 20301-3000

JUL 14 2015

MEMORANDUM FOR COMMANDER, UNITED STATES SPECIAL OPERATIONS  
COMMAND (ATTN: ACQUISITION EXECUTIVE)  
COMMANDER, UNITED STATES TRANSPORTATION  
COMMAND (ATTN: ACQUISITION EXECUTIVE)  
DEPUTY ASSISTANT SECRETARY OF THE ARMY  
(PROCUREMENT)  
DEPUTY ASSISTANT SECRETARY OF THE NAVY  
(ACQUISITION AND PROCUREMENT),  
DEPUTY ASSISTANT SECRETARY OF THE AIR FORCE  
(CONTRACTING)  
DIRECTORS OF THE DEFENSE AGENCIES  
DIRECTORS OF THE DOD FIELD ACTIVITIES

SUBJECT: Reporting Non-compliance with SPOT for Contracts OCONUS

References: (a) Synchronized Pre-Deployment and Operational Tracker (SPOT) Business Rules, (<http://www.acq.osd.mil/log/PS/spot.html>);  
(b) Defense Federal Acquisition Regulation Supplement (DFARS) 252.225-7040, Contractor Personnel Supporting U.S. Armed Forces Deployed Outside the United States;  
(c) DFARS 252.225-7995, Contractor Personnel Performing in the United States Central Command Area of Responsibility (DEVIATION 2015-O0009);  
(d) SPOT Compliance Checklist,  
[http://www.acq.osd.mil/log/PS/SPOT/Compliance%20Check%20List/SPOT\\_Compliance\\_Checklist\\_for\\_LOA\\_release.pdf](http://www.acq.osd.mil/log/PS/SPOT/Compliance%20Check%20List/SPOT_Compliance_Checklist_for_LOA_release.pdf).

This memorandum requests your assistance to bring your agency's contracts into compliance with SPOT Business Rules (reference (a)) and report status back to this office within 30 days of the date of this memorandum.

In accordance with references (b) and (c), contractors are required to adhere to the timelines specified in the SPOT Business Rules for updating and maintaining data in SPOT. The SPOT program office has created a one-page "SPOT Compliance Checklist" (reference d) that summarizes each SPOT requirement and the timeline for completion.

Currently, there is a significant number of contractor personnel deployments where the data is not being maintained in accordance with those timelines. The lack of compliance with the DFARS clauses and SPOT Business Rules is preventing Combatant Commanders from having accurate situational awareness of contracts and contractors, as well as visibility and accountability of contractor personnel within their area of responsibility. Contracting officers must take immediate appropriate action to notify contractors of non-compliance and require SPOT compliance consistent with the terms of their contract. Additionally, it is important to document performance deficiencies (e.g. issuing one of the delinquency notices identified in

Federal Acquisition Regulation 49.607) that will be relevant to past performance evaluations for future contract opportunities.

Contracting officers can easily access discrepant records in SPOT using the Total Operational Picture Support System (TOPSS). TOPSS contains five auditing compliance reports (in Excel format):

- 1) **Deployment Status Report (ACR-01)** – Lists all deployment requests that were submitted less than 10 days prior to the estimated deployment start date.
- 2) **In-Theatre Arrival Date (ITAD) Report (ACR-02)** – Lists all records where the ITAD was entered more than one day after the actual ITAD.
- 3) **Primary Duty Station Report (ACR-03)** – Lists all deployments where the Primary Duty Station Arrival date was entered more than three days after the actual duty station arrival date.
- 4) **Closeout Deployment Report (ACR-05)** – Lists all deployments where the Actual Deployment End Date was entered more than three days after the actual deployment end date.
- 5) **Open/Blank In-Theatre Arrival Date (ITAD) Report (ACR – 06)** – Lists where the ITAD was not entered into SPOT within 15 days after the estimated deployment start date.

Contracting personnel may obtain a TOPSS account by following the instructions available at:

[http://www.acq.osd.mil/log/PS/SPOT/TOPSS\\_PKI\\_Certificate\\_Registration\\_1.11QRG\\_1\\_4pg.pdf](http://www.acq.osd.mil/log/PS/SPOT/TOPSS_PKI_Certificate_Registration_1.11QRG_1_4pg.pdf). TOPSS training is a 2-hour block of on-line instruction. The schedule for training may be found at:  
[http://www.acq.osd.mil/log/PS/SPOT/TOPSS\\_PKI\\_Certificate\\_Registration\\_1.11QRG\\_1\\_4pg.pdf](http://www.acq.osd.mil/log/PS/SPOT/TOPSS_PKI_Certificate_Registration_1.11QRG_1_4pg.pdf).

Please report your component's completion of this tasking to my point of contact, Col Jim DeLong, USAF, (703) 614-7935, DSN (312) 224-7935, [james.m.delong4.mil@mail.mil](mailto:james.m.delong4.mil@mail.mil).

Questions regarding SPOT Business Rules and use of SPOT or TOPSS should be directed to the SPOT Helpdesk at (703) 578-5407 or [dodhra.beau-alex.dmdc.mbx.spot-helpdesk@mail.mil](mailto:dodhra.beau-alex.dmdc.mbx.spot-helpdesk@mail.mil).



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